

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Tuesday, July 22, 2014 4:42 PM
To: Mendelman, Krista
Subject: Sending Files to the FRC

Categories: EZ Record - Shared

Hi Krista,

Thanks for your message. I would be happy to work with you to get these boxes retired to the Federal Records Center. Here's what I propose:

- If they're in order, make a list in Word or Excel of the Grant Files. List the Grant Number, Name, From Date, End Date/Closed Date and any other important information.
- Put them in the boxes in order and note the box divisions.
- Do the same for the Final Products and include the corresponding grant # so we can find both parts if necessary until the Grant file reaches its retention.

I can create the Versatile boxes for you and cut and paste from your list. Just email me the list and I'll take it from there. If there is a name for the collection or a notation that should go with these files, please include that in the email.

If you would really like to learn Versatile, I know I'll be doing a training this Fall. There's a new version coming out that will look completely different. If you plan to enter files into Versatile for your group, I'd be happy to sit down with you and do a full training.

Please let me know if you have questions.

Thank you,

Joyce Aoyama
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